



Administrative Regulation
Crime Victim Leave

Policy #	03-02.11
Effective Date:	August 30, 2021
Revision Date:	N/A
Owner:	Human Resources

Purpose:

To explain the City of Springfield's policy and procedure regarding Crime Victim Leave

Scope:

This regulation applies to all employees.

Policy:

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

Employees are required to provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible)

Procedure:

1. Notification

- 1.1. Eligible employees must submit a request for the leave in writing to Human Resources as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

2. Utilization of Accrued Leaves?

- 2.1. Employees must use any accrued, but unused vacation/sick/PTO/Comp Time leave during the leave period.

3. Required Certification

- 3.1. In all circumstances, City of Springfield may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

Definitions

1. *“Immediate Family member”* is a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Resources:

1. [Paid Time Off \(PTO\) Administrative Regulation](#)
2. [Vacation Administrative Regulation](#)
3. [Sick Leave Administrative Regulation](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	8/30/2021
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	N/A		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			